

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**Attorney-Advisor**

**Department of Human Resources, Office of the General Counsel**  
**Office of the Attorney General for the District of Columbia**

**Vacancy Announcement #OAG-13-032**

The Police and Firefighters' Retirement and Relief Board (PFRRB) is charged with processing all applications for retirement for members of both the DC Metropolitan Police Department (MPD) and the DC Fire and Emergency Medical Services Department (FEMS). The Board is required to "certify in writing to the Mayor the physical condition" of each member for whom retirement is sought. To accomplish this task, the Board reviews all recommendations submitted by the Police and Fire Clinic, including but not limited to all personnel, medical and behavioral health records. The Board conducts a hearing which may require the attendance and testimony of witnesses and the production of documents. Upon reaching a decision, the Board charges its attorneys to draft a written opinion and Order supporting its Findings of Fact, and Conclusion of Law. The Board's decisions may be appealed to the DC Retirement Board, the U.S. Treasury Department, and the U.S. Circuit Court for the District of Columbia.

The duties of this incumbent would be to draft initial, intermediate, and final Board orders, findings of fact, and conclusions of law. Also, conduct legal research, apply case precedents, economic methodologies and labor market analysis, as well as civil and administrative rules of procedure during Board hearings. Perform other related duties as assigned.

The successful candidate will serve under the direct supervision of the General Counsel. The successful candidate must have excellent research and writing skills; and have experience in or significant knowledge of administrative law. Prior judicial clerkship experience is highly desirable but not required. The candidate must also be a member of the District of Columbia Bar or eligible to waive into the District of Columbia Bar.

This position is outside the Collective Bargaining Unit. Candidates may be subject to a criminal background check. This position is a 13-month term appointment, subject to agency renewal.

If you are interested in this opportunity, please submit a resume, writing sample, most recent performance evaluation, and statement of interest summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position. Please submit your materials to Kim McDaniel, Director of EEO, Recruitment and Hiring, 441 4<sup>th</sup> Street N.W., Suite 1100 South, Washington, DC. 20001. Open Until Filled. Screening of applications will begin on January 23, 2013.